

Duration: 1 day

Planner is a more advanced task manager than Microsoft Tasks or To-do. It's also less complex than Microsoft Project. At its heart is the ability to simply create and manage Kanban boards beloved by those following Agile Project Management practises. The aim of this course is to make the delegate confident enough to start managing work through planner.

Key Topics

- Understanding the Planner concept
- Creating project plans
- Working with buckets. Creating and editing buckets
- Creating tasks
- Assigning tasks
- Working with checklists
- Managing tasks and checklists
- Using My Tasks and Favourites
- Using Project dashboard charts
- Using the Schedule view
- Working with Notebooks and files
- Using Comments and Conversations
- Using filters to find tasks
- Using Grouping to get the best view of a project